

SAURABH YADAV

HUMAN RESOURCE RECRUITER.

Gurugram, Haryana •

(91)7974937380

Yadavsaurabh0750@gmail.com •

OBJECTIVE

Results-driven Consultant with a proven track record in end-to-end recruitment mid to Senior Level positions.

Currently excelling at Billion Broadcaster (Accu Media) managing IT & Non IT Positions for and optimizing diverse sourcing channels. Previously, as a Recruitment Analyst at Think Diligent consulting- LLP, New Delhi, exhibited proficiency in recruiting for Big-4 and tier-one organizations, specializing in IT & Non IT Positions, audit, and finance domains, sales, marketing, media, creative, Graphics Holds a BCA and MBA in Human Resource and Marketing.

Skilled in Boolean search, talent mapping, and fostering client-candidate relationships. A collaborative team member known for effective communication and successful partnership.

CORE COMPETENCIES

- End To End Recruitment
- Employee Referral
- Media Recruitment
- Talent Mapping
- Networking
- Client Relations
- Interviewing
- Collaboration
- Results-driven
- Offer Negotiation

TECHNICAL SKILLS

- HRIS (Human Resources Information System), Applicant Tracking Systems (ATS), HR Analytics
- Microsoft Office Suite – Microsoft Excel, Microsoft Forms, PowerPoint, Word, WPS etc.
- Media Recruiting - Linked in, Company Website.
- Job Portals - Naukri, Shine, Linked.in, Indeed, Times Job E.T.C.
- Interviewing Techniques, Employee On-boarding Systems, Training and Development Documents

PROFESSIONAL EXPERIENCE

Billion Broadcaster - (Accu Media Pvt.Ltd)

HR Executive

Feb - 2024 - Present

- Designing & implementing overall recruiting strategy for the organization and other HR Initiatives.
- Overseeing the entire recruitment life-cycle for mid to senior-level positions.
- Possessing substantial expertise in collaborating with Media Experts.
- Executing applicant sourcing, resume screening, interviewing, and candidate assessment to deliver qualified individuals to hiring managers.
- Leveraging a diverse array of resources such as job portals, internal databases, and employee referrals to fulfill current and future recruitment needs.

- Establishing and nurturing relationships between management and candidates to foster successful and enduring partnerships.
- Working on documentation process, salary negotiation, and releasing offers.
- Carried out background checks and set up pre-employment testing for new hire.
- Coordinating between our Background Verification Team and new hire to ensure that they can join without any struggle.
- Doing HR recruitment tickets prior to joining of the candidates, so that they have access to all company tools and assets at the time of joining.
- Managed and trained a HR intern
- Maintained employee records and updated HR databases.
- Supported on boarding and orientation sessions for new hires.
- Handled employee relations issues and provided guidance and support to employees and managers.
- Coordinating with Account department for salary calculation and bonus program.
- Create documents & policy for internship, full & final and expenses regarding.

Think Diligent Consulting-LLP – New Delhi.HR-Recruiter, July- 2021 –Feb-2024

- Understanding the job opening, position and the job description.
- Initial round of screening and HR interviews.
- Setting up interviews and discussions.
- Salary negotiation with the candidates.
- Letter generation (Appointment letters, Transfers, Re-designations, Promotions, Salary Revision, Confirmations, Absconding, Relieving and Experience, Resignation acceptance, Termination).
- Keep warm calls to new joiners and complete facilitation till joining.
- Joining formalities and documentation of new employees and background Verification.
- Systematizing employee's initiation weeks to welcome them to the firm and educate them about the policies.
- Maintain HRMS Software with relevant details of the employees like attendance and leave record.
- Maintaining companies' website.
- Co-coordinating with Bank for the opening of Accounts for New Joiners.
- Ensure timely generation & submission of attendance report for further proceedings.
- Grievance Handling

EDUCATION

ADDITIONAL SKILLS

MASTER OF BUSINESS ADMINISTRATION

**INSTITUTE OF PROFESIONAL STUDIES
OF TECH & MANAGEMENT.
JIWAJI UNIVERSITY – Gwalior, M.P**

- JOB PORTALS
- JOB POSTINGS
- BOOLEAN SEARCH